

Passport Requirement

Generally, passports must be valid for at least for one (1) month after the end of an assignment, but some countries have different rules:

- If your contract will end while you are in Europe or China, your passport must be valid for at least three (3) months after your sign-off date.
- If you are joining a ship that will sail through any port in Indonesia, your passport must be valid for at least six (6) months or more for every call in Indonesia

ACT will prompt you to upload or renew your passport depending on your joining port and the itinerary of your vessel.

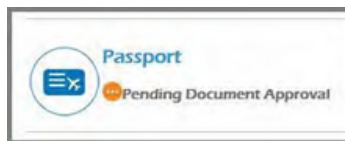


Step 1: After receiving your passport:

- Log in to MyRCLHome.
- Go to RCLCrewTravel > My Travel Details > Assignment Confirmation.
- Click on the Upload icon next to Passport.

- ✓ Enter your Passport Number as shown in your passport and select Country of Issue.
- ✓ Take a photo of or scan the page with your photo and details.
- ✓ Save the file as docx, jpg, png, or pdf.
- ✓ Enter your passport details.
- ✓ Upload the file and click Submit.

Clicking on Submit will update the status of your passport to Pending Document Approval.



▶ To view your uploaded passport, click View uploaded file.

After your passport is validated and approved, the status of your document will be updated to Completed.



A MEMBER OF ROYAL CARIBBEAN GROUP